Oregon Episcopal School seeks a Head Chaplain to begin duties on July 1, 2027.

OUR MISSION: Oregon Episcopal School educates students to realize their power for good as engaged citizens of the world.

OUR VISION: In a dynamic, joyful community of scholars, OES ignites a passion for lifelong learning and empowers students to become the architects of their education. OES students navigate complexity, collaborate in partnership, and lead with purpose as the innovative, compassionate, ethical citizens the world urgently needs.

ABOUT US: Founded in 1869, Oregon Episcopal School today occupies a wooded 59-acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry-based curriculum, and a strong sense of community. The Upper School also includes a small boarding program of international and domestic students who live and learn together, enhancing the vibrancy of the school community.

OES seeks and values employees who continually grow in their work practices. Teaching faculty engage in the Characteristics of Effective Teaching for their ongoing learning in service of students. All other employees engage in professional growth specific to their responsibilities. Together, faculty and staff create a vibrant and diverse community of lifelong learners.

As an Episcopal school, we are rooted in a rhythm of gathering and reflection that values and respects all beliefs and cultures. As such, we educate toward a larger purpose – toward inclusion and respect, service and justice, and commitment beyond ourselves.

JOB SUMMARY: OES is an inclusive, pluralistic, 21st century Episcopal school welcoming people of all faiths and perspectives. The strength of our tradition informs our approach within the chapel programs and extends to our strategic commitments to inclusion and justice (building Beloved Community), environmental stewardship, inquiry and pedagogy, community engagement, and civil discourse. The school chapel webpage summarizes these commitments and the chaplaincy program. As the primary voice in preaching, liturgy, and teaching, the Head Chaplain's primary responsibility includes coordinating the sacramental, pastoral, and educational ministry of the chaplaincy while performing duties as the Upper School Chaplain and teaching religious studies classes in the Upper School. Responsibilities also include: providing pastoral care to the full breadth and diversity of students, families, employees, and alumni as needed, advising student groups, and coordinating the relationships with outside organizations and communities.

The Head Chaplain plays a key role in interpreting, preserving, and promoting the School's Episcopal identity to all constituencies. The Head Chaplain works collaboratively with the Head of School and others to set the strategic direction and vision for the chapels and spiritual life of the School in connection with the school's strategic initiatives. This position is a community builder and, as such, works across divisions and departments with the Middle and Lower School chaplain, developing, facilitating, and promoting services throughout the OES community; and in close partnership with the Office of Equity & Inclusion helping the School live into our Commitment to Justice. The Head Chaplain facilitates the active engagement of student leaders and other ministries in the US Chapel. This is a senior leadership position that serves on the Administrative Team. The Head Chaplain reports directly to the Head of School and works collaboratively with the Head in setting the vision and direction supporting Episcopal identity and spiritual life for the OES community. The Head of School (also an Episcopal priest) participates at selected services during the year and assists in providing pastoral care and support. Together, the Head of School, Head Chaplain, and divisional chaplains provide a dynamic level of support for Episcopal identity.

ESSENTIAL DUTIES:

Chapel Program

- With the divisional chaplains, oversee and facilitate a meaningful PK-12 chapel program.
- Plan, facilitate, and lead a weekly divisional chapel in the Upper School.
- Oversee, support, and be involved as needed in the chapel program for all three divisions.
- Plan (with the chaplain team) all-school worship events throughout the year.
- Provide (with the chaplain team) worship opportunities to the school community.
- Facilitate creative connections between Chaplaincy and the music program.
- Facilitate efforts with other school constituencies to support environmental stewardship, equity and inclusion, and community engagement.

Teaching

- Create, communicate, and maintain clear and consistent learning objectives aligned with department goals and school-wide initiatives. Design assessments and activities that promote student learning and growth, and differentiate instruction to meet diverse student needs.
- Build strong relationships with students and families to foster learning and community. Promote cultural awareness and inclusivity while addressing individual student needs and maintaining appropriate student behavioral standards using Restorative Practices.
- Provide frequent, constructive feedback to students. Actively participate in professional development, including the school's Learning and Teaching program and Equity and Inclusion activities, applying feedback to improve teaching practices.

- Work collaboratively with colleagues, grade-level teams, and families. Communicate responsibly and professionally within the school community.
- Participate in school activities, events, and meetings, including leading an advisory group, attending an opening of school grade level overnight trip, and participating in Winterim (week-long experiential education course).
- Incorporate technology responsibly and effectively in teaching and assessment.
- Attend meetings, contribute to departmental initiatives, engage in broader school life.

Pastoral Care

- Promote and encourage the spiritual well-being of the community.
- Work with chaplains, Director for Equity and Inclusion, and Division Heads on building community and a sense of belonging for families.
- Minister to the needs of students, employees, families, and alumni as opportunities present.
- Maintain a visible presence in the all-school community.
- Coordinate care of students of concern with the divisional chaplains and support services teams, with a particular focus on the Upper School.
- Be a resource to divisional chaplains regarding pastoral care issues.
- Promote chaplains' personal and professional growth and development.

Administration

- Serve on the senior Administrative Team.
- Participate on the All-School Community Engagement Committee, facilitating opportunities for students to engage in social justice and realize their power for good.
- Serve on the Head's Vision and Advisory Committee (HVAC).
- Serve as staff representative on the Mount Hood Climb Observance Committee; plan and coordinate MHCOD in May.
- Partner with the Office of Equity & Inclusion in building and supporting community; support implementation of strategic DEIA initiatives.
- Recruit, orient, support, evaluate, and supervise the chaplaincy team.
- Support the Admissions and Advancement Offices by maintaining and articulating a clear and accurate definition of Episcopal Identity.
- Nurture the relationship between the school and the parish of St. John the Baptist, serve on the OES/SJB Liaison Committee, and maintain an active presence in the Diocese of Oregon.

Education

- Collaborate with the chair of the Religion and Philosophy Department to coordinate and maintain the religion curriculum, Pre-K through 12th grade.
- Share in the teaching of religion courses in the US.

- Articulate Episcopal Identity in service to the School's mission to all constituencies.
- Create opportunities for parent education concerning spiritual development.
- Attend regional NAES meetings and promote programs; maintain active presence in NAES.

MINIMUM QUALIFICATIONS:

- Active as an ordained Episcopal priest, ordained deacon, or active in the ordination process.
- Masters degree in religious studies or related field.
- One to three years' experience in Episcopal schools as chaplain or in a similar ministry setting.
- Intercultural competence, ability to work with sensitivity and effectiveness with students, families, and colleagues of diverse backgrounds and identities; demonstrated commitment to equity and inclusion for people of all backgrounds and identities.
- Digital literacy; intermediate to advanced proficiency in MS Office Suite, Google Docs/Sheets and other web-based applications; database and video-conferencing experience, as appropriate to job duties; flexibility and willingness to learn as digital tools evolve.
- Ability to pass a criminal background check.

PREFERRED QUALIFICATIONS:

- 5 years or more teaching in an Episcopal School as an ordained Episcopal priest and chaplain.
- Master of Divinity degree (or higher).
- Demonstrated and successful history with innovation in the teaching of Religious Studies, curriculum design, and leadership of school chaplaincy programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of current best practices in school chaplaincy.
- Excellent interpersonal skills, sensitivity in dealing with difficult situations.
- Verbal and written communication skills, ability to manage confidential information.
- Ability to consistently apply principles of equity and inclusion in the broader workplace community.
- Organizational skills, ability to work well on teams.

PHYSICAL REQUIREMENTS:

- Ability to sit at computer and keyboard for moderate periods.
- Mobility sufficient to move about the campus, to include climbing stairs.
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly.

- Ability to lift and carry up to 25 pounds on an occasional basis.

SALARY: Competitive, based on experience.

Candidates should send a cover letter and resume to The Rev. Michael Spencer, Head of School through the OES Employment page at https://www.oes.edu/careers.

Job descriptions are reviewed periodically and changes made based on the needs of the school and the position.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.